White House Security Information Form Instructions

All visitors requesting a visit to the White House must submit the following information to Secret Service as it appears on their photo ID:

Last Name
First Name
> * These are the individual's first and last names without hyphens, dashes, or spaces. If a guest has a hyphenated or multiple first or last names, input them as a single word.

MI: This should be a guest's middle initial or full middle name. This field cannot be left blank – if a constituent does not have a legal middle name, please enter NMN (for No Middle Name).

DOB: Date of birth must be entered in the following format: MM/DD/YYYY

SSN: A guest's Social Security number should be entered with no dashes and must be 9 digits. (e.g. 012345678)
> *SSNs may be left blank for foreign nationals and guests under 18 on the date of the tour. Do not enter a passport number for non-US citizens.
> *To correctly format SSN column:
>> Right click -> Format Cells -> Number -> Special -> Social Security Number -> Custom -> Delete hyphens under "Type" to appear as nine straight zeroes -> Ok

Citizen: Y/N – If you are a US citizen, put Y – if not, put N.
> *Must be uppercase

Country: This field is for country of birth. Please use the 2 letter Country Code from the list found under the Resources tab on WHTS.
> *Country code for the United States is US, not USA

Gender: M/F – Must be uppercase

City and State: This is the individual's current residence.
> *The city and state of residence for foreign nationals should match the location where they are currently residing in the United States during their stay.

Please note that the spreadsheet should be saved as a .CSV (comma delimited) file and cannot contain punctuation or spaces, except for slashes in the date field